



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CONTRACTING AGENCY**  
**HEADQUARTERS, NORTHERN REGION**  
**11 BERNARD ROAD**  
**FORT MONROE, VA 23681-1881**

**SFCA-NR**

**02 September 2004**

**MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region (NR)**

**SUBJECT: Administrative Policy Letter A04-12, Security Procedures**

- 1. Reference Army Regulation 190-13, dated 30 Sep 93, Army Physical Security Program.**
- 2. Purpose: To prescribe U.S. Army Contracting Agency, Northern Region Headquarters (ACA NRHQ) policy, procedures, and responsibilities for security of buildings and property.**
- 3. Applicability: This memorandum applies to all ACA NRHQ personnel.**
- 4. Policy: Security of buildings and property (government and personal) is both an individual and supervisory responsibility. Division/Office Chiefs will ensure that security procedures are implemented and followed to prevent loss, theft, or damage of property.**
- 5. Responsibilities:**
  - a. The Security Manager will provide assistance to personnel on security programs and maintain overall control of key access to ACA NRHQ occupied space in building 10.**
  - b. Division/Office Chiefs and all personnel are responsible for security in their respective areas, to include securing both interior and exterior doors and windows during non-duty hours.**
  - c. Each individual shares the responsibility for the security of his/her office area and its contents, to include government equipment, procurement sensitive information in their possession, and their personal belongings. Each individual is obligated to correct and report to their supervisor or security manager any circumstances or situation which, in the individuals opinion, may lead to the damage, loss, or theft of government property, or compromise of procurement sensitive information.**
- 6. Key Control:**
  - a. All keys will be signed for on the Key Control Register. Individuals who sign for keys will safeguard them against loss. Departing individuals must turn in their key(s) to the Key Control Officer as part of their out processing.**
  - b. All keys to inner office containers/cabinets are the responsibility of the Division/Office.**

c. Key Control Officer or Alternate will conduct a quarterly inspection/inventory and maintain records for a period of one year from date of inventory.

d. Lost keys must be reported immediately to the Key Control Officer. A written statement will be submitted discussing the circumstances surrounding the loss. The Deputy Director will determine, based on the statement and keys access, whether the locks require re-keying.

e. The Key Control Officer will maintain (for emergency purpose only) duplicate keys to buildings 5 and 10.

f. Commercial duplication of government keys is prohibited.

7. General: Due to the sensitive nature of our work, the following additional security requirements must be considered:

a. ACA NRHQ staff will exercise particular caution when dealing with procurement-sensitive material, such as source selection material, contractor technical/cost information, government cost data, protest/appeals, and findings of the SJA, SADB, and CICA advocate. Precautionary measures include, but are not limited to: (1) seclusion of documents, (2) concern for the identity and need-to-know of persons making inquiries on ACA NRHQ actions, and (3) prompt investigation of any/all allegations of the unauthorized dispersal of documents/information.

b. Competitive sensitive material/information will not be released to individuals whose need-to-know is questionable without specific approval of the Deputy Director.

c. Procurement integrity and credibility with contractors and customers depend, in large part, on our discretion. It is imperative that every effort is made to safeguard critical information.



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